

**State of Hawaii  
Department of Human Services  
Benefit, Employment and Support Services Division  
SUPPLEMENTAL NUTRITION ASSISTANCE  
PROGRAM EMPLOYMENT AND TRAINING**

**Addendum 1**

**May 15, 2009**

**To**

**Request for Proposals**

**RFP No. HMS-237-09-01-OM**

**April 20, 2009**

May 15, 2009

**ADDENDUM NO. 1**

To

**REQUEST FOR PROPOSALS  
EMPLOYMENT COUNSELING FOR THE SUPPLEMENTAL NUTRITION  
ASSISTANCE PROGRAM EMPLOYMENT AND TRAINING (SNAP E&T)  
OAHU AND MAUI  
HMS-237-09-01-OM**

The Department of Human Services, Benefit Employment and Support Services Division, SNAP is issuing this addendum to HMS-237-09-01-OM, Employment Counseling For The Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T):

- ☒ Responding to questions that arose at the orientation meeting of <Date> and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- ☐ Amending the RFP.
- ☐ Final Revised Proposals

The proposal submittal deadline:

- ☐ is amended to <new date>.
- ☒ is not amended.
- ☐ for Final Revised Proposals is <date>.

Attached is (are):

- ☒ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☐ Amendments to the RFP.
- ☐ Details of the request for final revised proposals.

If you have any questions, contact:

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Responses to Question Raised by Applicants  
For HMS-237-09-01-OM

**1. What is the current monthly participation rate in the Employment and Training Program?**

From October 1, 2008 through December 1, 2008, there were approximately 4397 total new work registrants statewide. Of that amount, 2074 were participating in Employment and Training components.

**2. What are the specific work regulations for the Supplemental Nutrition Assistance Program clients? What are the waivers/sanctions?**

The SNAP (formerly known as Food Stamp Program) Hawaii Administrative Rules Food Stamp Work Requirement policies can found at the following web site: <http://hawaii.gov/dhs/main/har>

The rule cite is: Title 17, Chapter 17-684.1.

**3. Are we allowed to count the client if we continue to work with him/her past 30 days?**

Current policies require that we count a work registrant once during the federal fiscal year. However, we are awaiting further computer system modifications to refine the tracking program to meet these requirements. All information regarding Employment and Training registrants are entered into a computer system and the system tracks and monitors work registrants. Individuals that do re-enter the program can have their components counted again.

**4. Here's a different situation where a person is successful within the 30 days, however, the time spent with him/her carries over a two month span e.g. since we receive referrals daily, how would we report the people coming in the middle of the month e.g. John Doe starts services 4/15/09 and gets a job 5/15/09—is this person counted on both months?**

See explanation in item #3 above. Until our computer system modifications have been completed, there is a possibility that a work registrant could be counted again whenever the individual is newly registered.

**5. On page 2-14, section j. Participants Reimbursements—do we include all the funds for tuition also in our budget?**

The State pays for tuition costs so these costs do not have to be included in the proposed budget. The maximum amount of funding for this contract is for the cost of operating the service. Some examples of operating costs are salaries, lease, staff mileage and supplies.

- 6. On page 2-19 the milestone says—maintain a caseload of 95 per participants. How does one caseworker keep monthly contact with 95 participants?**

Output and performance/outcome measurements are assurances that efforts will be made to reach the goal of the Employment and Training Program, however, the State Agency will take into consideration overall circumstances where it is not practical or possible to meet these measurements.

- 7. Can a for-profit be used for Work Experience placement?**

Yes. The Food and Nutrition Services, United States Department of Agriculture, has clarified that E&T participants in a work experience component can be placed in a For Profit site as long as there are assurances in place that the stipulations specified in the Code of Federal Regulations (CFR) are met. In summary, Title 7 CFR 273.7(f) (1) authorizes assignment to a work experience component to improve the employability of participants through training and/or actual work experience. Assignments are limited to ones that serve a useful public purpose in fields such as health, social service, environmental protection, urban and rural development and redevelopment, welfare, recreation, public facilities, public safety and day care. Additionally, assignments are to use, to the greatest extent possible, a participant's prior training experience, and skills. This flexibility does not extend to workfare assignments in which participants are required to work off the value of their household's monthly food stamp allotment. The Code of Federal Regulations web site is: <http://www.access.gpo.gov/nara/cfr>.

- 8. Where can we obtain a copy of the Hawaii Administrative Rules that pertain to the Employment and Training Program?**

The SNAP Work Registration Hawaii Administrative Rules can found at the following web site: <http://hawaii.gov/dhs/main/har>. The rules cite is: Title 17, Chapter 17-684.1.

<RFP No.> <RFP Title> is amended as follows:

***Subsection Page***

**Section 1, Administrative Overview**

XVIII 1-8

The mailing address of the procurement officer is changed to:

**Section 2, Service Specifications**

I (D) 2-3

In addition to the geographic areas listed, please add Ka'au on the island of Hawaii.

**Section 3, Proposal Application Instructions**

V (A) 3-7

Budget Form SPO-H 205B, Organization-wide Budget by Programs is **not** required. Special instructions for Form SPOH 205B are deleted.

**Section 4, Proposal Evaluation**

No Changes

**Section 5, Attachments**

Table B

Table B, Service Activities, is amended as follows:

Item #1 has been revised to indicate that the # of medically complex foster homes licensed/re-licensed including respite homes is 9.

Item #2 has been revised to indicate that the # of special care foster homes licensed/re-licensed including interim homes is 4.

Item #3 has been revised to indicate that the number of interim foster homes licensed/re-licensed for 2 beds each is 2.

The revised Table B (Dated m/yy) is enclosed. Delete the old Table B and insert the new Table B.

**Request for Final Revised Proposals  
For RFP <number> <title>**

Purpose of the request for final revised proposals:

Sections that may be submitted:

Procedure for submission final revised proposals:

- ☐ Procedure for submission is the same as the procedure for the original proposals as defined in: <section>
- ☐ Procedure for submission of final revised proposals is as follows:

Note:

- Only the section or sections of each applicant's last proposal that are amended shall be submitted.
- If no final revised proposal is submitted, the applicant's last proposal shall be deemed to be the applicant's final revised proposal.